



## Lamar University – M.Ed. in Educational Technology Leadership

### Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. Post this report to your e-Portfolio wiki/blog/Google site monthly to document completion of your activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.
- Follow the guidelines on page 37 to reflect on each completed activity.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 \*Please note that course number changes in Fall 2010\*.

Once complete:

- PDF the Validated Summary Report. This report must be signed by your site mentor.
- Create a new page on your wiki, titled “ Completed Internship Field-based Activities Summary Report”
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	Meet with teams to discuss district and campus plans.	Sept.8, 2010	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/tf-1a-internship-reflections.html">http://knightl.blogspot.com/2011/09/tf-1a-internship-reflections.html</a>		
	TF – I. B	Go to ISTE in Philadelphia to learn and share innovative technology.	July 28, 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-1b.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-1b.html</a>		
Subtotal				6

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Plan with grade levels appropriate lessons using technology.	Sept. 25, 2011	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11a.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11a.html</a>		
	TF-II.B	Help technology team by researching one-to-one laptop initiative and help pilot program.	Aug 2010-Sept 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11b.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11b.html</a>		
	TF-II.C	Locate Web 2.0 resources appropriate for elementary.	July 28, 2011	15
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11c.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11c.html</a>		
	TF-II.D	Show teachers how to use web conferencing resources.	March 20, 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11d.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11d.html</a>		
	TF-II.E	During grade level meetings, discuss classroom management strategies.	Dec. 12, 2010	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11e.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11e.html</a>		
	TF-II.F	Work with campus design team to implement WOW model of lessons.	March 9, 2011	15
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-11f.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-11f.html</a>		
Subtotal				42

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Use Web 2.0 software with students.	October 12, 2010	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-111a.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-111a.html</a>		
	TF-III.B	Use flip cameras to help create videos for special education student behavior lessons.	April 7, 2011	2
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-111b.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-111b.html</a>		
	TF-III.C	Work with Talented and Gifted students on robotics program.	April 2010	4
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-111c.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-111c.html</a>		
	TF-III.D	Use proper classroom management strategies while teaching lessons in the computer lab.	April 15, 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-111d.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-111d.html</a>		
	TF-III.E	Lesson plan with district CIT's (campus instructional technologist) using curriculum standards related to the use of technology integration.	August 16, 2011	3
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-111e.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-111e.html</a>		
Subtotal				11

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A	Work with specific teachers to run reports and to create reading and math groups.	Sept. 2010-October 2011	4
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-iva.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-iva.html</a>		
	TF-IV.B	Utilize MAPs reports to disaggregate information to create learning groups in math and reading.	April 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-ivb.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-ivb.html</a>		
	TF-IV.C	How can the utilization of a one to one laptop environment help improve Language Arts in third and fourth grade classrooms?	October 2011	10
		Reflection: <a href="http://knightl.blogspot.com/2010/12/action-research-course-reflection.html">http://knightl.blogspot.com/2010/12/action-research-course-reflection.html</a>  1 <a href="http://knightl.blogspot.com/2010/11/action-research-week-1.html">http://knightl.blogspot.com/2010/11/action-research-week-1.html</a> 2 <a href="http://knightl.blogspot.com/2010/11/action-research-week-2.html">http://knightl.blogspot.com/2010/11/action-research-week-2.html</a> 3 <a href="http://knightl.blogspot.com/2010/12/action-research-week-3.html">http://knightl.blogspot.com/2010/12/action-research-week-3.html</a> 4 <a href="http://knightl.blogspot.com/2010/12/action-research-week-4.html">http://knightl.blogspot.com/2010/12/action-research-week-4.html</a>		
Subtotal				15

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	Work with district campus instructional technologists at district meetings to grow professionally.	May 6, 2011	25
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-va.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-va.html</a>		
	TF-V.B	Meet regularly with principal to discuss programs being instituted on campus.	April 21, 2011	10
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vb.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vb.html</a>		
	TF-V.C	Use distance learning software to train global partners.	November 8, 2010	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vc.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vc.html</a>		
	TF-V.D	Maintain campus web page.	(at least) once a week 2010-2011	25
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vd.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vd.html</a>		
Subtotal				61

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Train new teachers on the district Acceptable Use Policy.	September 14-19, 2011	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-via.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-via.html</a>		
	TF-VI.B	Meet with behavioral skills teachers to help utilize software to create lessons on behavior skills.	May 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vib.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vib.html</a>		
	TF-VI.C	Work with global partners designing lessons.	Sept. 2010	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vic.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vic.html</a>		
	TF-VI.D	Show teachers correct researching tools and sites.	Sept. 22, 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vid.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vid.html</a>		
	TF-VI.E	Create and implement calendar for computer lab sign up and help with laptop carts.	January 2011	2
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vie.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vie.html</a>		
Subtotal				10

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Maintain campus technology inventory.	August 2011	10
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii.html</a>		
	TF-VII.B	Plan and implement purchasing through technology gift committee.	Dec. , 2010	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii-b.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii-b.html</a>		
	TF-VII.C	Train teachers on global education opportunities.	September 2010	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii-c.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-vii-c.html</a>		
Subtotal				16

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	Research one to one computer initiatives.	December 2010	15
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiia.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiia.html</a>		
	TF-VIII.B	Discuss technology progression at technology gift committee meeting.	May 11, 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflectionstf-viiib.html">http://knightl.blogspot.com/2011/09/internship-reflectionstf-viiib.html</a>		
	TF-VIII.C	Using global connection lessons utilize forums for groups.	April 2011	1
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiic.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiic.html</a>		
	TF-VIII.D	Work with teams on planning appropriate technology implementation after collaborating on the results of the 2009-2010 STaR Chart Results.	May 2011	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiid.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiid.html</a>		
	TF-VIII.E	Regularly meet with district CITs (campus instructional technologists), Robert Harris (District Administrator of Instructional Technology), and Ron Smith (District Administrator of Technical Services).	September 9, 2011	5
		Reflection: <a href="http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiie.html">http://knightl.blogspot.com/2011/09/internship-reflections-tf-viiie.html</a>		
Subtotal				27
TOTAL				190

Site Mentor:

Name: Robert Harris Title: Administrator of Instructional Technology

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **Lamar University – M.Ed. in Educational Technology Leadership**

### **Field-based Activities Summary Report and Validation: Reflection Guidelines**

**Instructions:** You are required to reflect on each of your field-based activities by completing a reflection that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388/5370 Internship comprehensive exam/final report. Students should use the guidelines below to reflect on each of their field-based activities citing textbook references as well as three additional reference when writing each reflection.

Reflections allow you to analyze on the knowledge you gained from the Internship activity and the associated Standard/Indicator associated with the activity as well as how the activity helped you master the Standard/Indicator. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflection at a critical level means writing text that reveals your opinion of the reading or experience, why you hold that opinion, how the experience/assignment/reading could be improved, how you see the reading or experience as consistent or inconsistent with what you have learned so far, implications for the future, etc. Reflection should include more content than just a recitation of facts and you should document your writing with a minimum of three references.

#### **Self –Assessment**

1. Critically reflect (see note above; not just recitation of facts) upon the knowledge you gained from the activity.
2. Critically reflect upon the relationship between any new information you gained from the activity with old information you previously held to be true.
3. How did the relationship between the old and new information you learned affect your personal experience with the activity?

#### **Learn as a Learner**

1. Critically reflect (see note above; not just recitation of facts) upon your approach and strategies used in completing the activity.
2. Critically reflect upon how you learn as a learner and how you assess your own performance in completing the activity.
3. How did your learning and interaction with colleagues (such as discussion forum, web conferences, wiki and blog participation, etc.) affect the results of your performance?

#### **Lifelong Learning Skills**

1. Critically reflect (see note above; not just recitation of facts) upon what you gained about learning and how you learn that will impact your future learning.
2. How will your past interactions and collaborations with colleagues impact your future learning experiences?

3. As a lifelong learner, what questions or issues challenge you and are worthy of future research or investigation?

**Additional Criteria**

1. Field-based Activities Summary Report posted monthly to e-Portfolio wiki/blog/Google site
2. Mechanics
3. APA Format
4. Minimum of 3 References

Wiki Name	Wiki URL
E-portfolio for Leanne Knight through Lamar University	<a href="http://lmknight.wikispaces.com/">http://lmknight.wikispaces.com/</a>